

IDAHO DIVISION OF PROFESSIONAL-TECHNICAL EDUCATION SECONDARY PROGRAM REVIEW

(Updated 6/02)

Dist No. _____	Date _____	Program _____	Instructor(s) _____
School _____		School Principal or Supervisor _____	
Program Manager: _____			

The essential components for approved secondary Professional-Technical Education (PTE) programs are listed below. This assessment tool was developed to assist local school districts in planning for, implementing, and conducting quality PTE programs. Please rate each of the items based on the rubrics attached to this form. Space for written comments is provided at the end of each section.

	Does Not Meet Standard		
	Meets Standard		↓
	Exemplary/ Best Practices	↓	
Section One: ADMINISTRATION			
1. PTE funding, program inventory and fiscal records are administered and maintained in accordance with state policies and guidelines.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. A program budget that reflects expenditures appropriate to curriculum and program objectives is developed by the instructor and the administrator. PTE budget guidelines are followed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. A written program of work is developed by instructors whose contracts include time beyond the normal academic year. The plan follows state guidelines, is approved by and on file with the school administrator.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments or suggestions on the Administration:			
Section Two: STAFF			
1. Instructor holds current and appropriate professional-technical certification and endorsement.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Instructor participates annually in professional development activities related to the program area.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Instructor provides information and awareness about the program to administration, counselors, employers, parents and prospective students.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments or suggestions on the staff:			
Section Three: PROGRAM OF STUDY			
1. Classes offered follow a sequence of courses for a specific program.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Current state approved competency-based curriculum is used.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. An IEP developed by Special Services, with participation by PTE, identifies adaptations, accommodations, modifications, interests, and career goals for special needs students.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. An advisory committee that represents various aspects of the industry and community meets regularly and provides input for program improvement.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Leadership development is integral to the program and is generally provided through Professional-Technical Student Organizations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Written program goals reflect the needs of the students, business and industry, and the community.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Program meets Industry Skills Standards criteria when available.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Authentic assessment is used to measure competency attainment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Idaho Academic Achievement Standards are integrated.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. A written Five-Year-Plan for the program addresses facility, equipment, curriculum, and staff development. The plan is on file with administrator and is updated annually.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Continue on the Back			

PROGRAM OF STUDY (continued)	Does not meet standard		
	Meets standard		
	Exemplary/Best Practices	↓	↓
11. Curriculum supports reinforcement of employability (SCANS) skills.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Program equipment, supplies and resources are current and support the curriculum.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. Realistic work experience is provided through laboratory and/or industry-related activities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. Annual program data collection is conducted and used to promote, develop, and improve the instructional program.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. Student feedback is collected and used in program evaluation, planning, and improvement.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments or suggestions on the Program of Study:			
Section Four: CAREER GUIDANCE			
1. Instructor, in collaboration with school counselor, is involved with career guidance services, program promotion and placement activities related to students' interests, needs and parent approved student learning plan.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Career development activities and academic/technical advisement adhere to the standards and key indicators in the Comprehensive School Counseling Program Model.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments or suggestions on the Student Services:			
Section Five: FACILITIES, EQUIPMENT & SAFETY INSTRUCTION			
1. Classrooms/laboratories are clean and safe and students are provided appropriate safety instruction related to the program.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Enrollment is appropriate for facility size, work stations, and type of equipment used in the program.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Equipment is systematically updated, maintained, inventoried, and replaced.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Laboratory facilities and equipment are current and support curriculum and program objectives.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments or suggestions on Facilities, Equipment, & Safety Instruction:			
OVERALL PROGRAM RATING	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments and/or Recommendations:			
Date _____ State Program Manager _____ Program Status _____			
Instructor _____ Administrator _____			